

Cover Letter Assignment Sheet



Purposes:

- Utilize a variety of emerging [technologies](#) to enhance instruction, develop language proficiency and cultural competence, and improve your professional productivity (INTASC Standard 4 – Instructional Strategies, INTASC Standard 5 – Learning Environment, INTASC Standard 6 – Communication)
 - Participate professionally in the school community, in [professional organizations](#) and [professional development activities](#), and engage in [professional dialogue and reflection with colleagues](#) to improve yourself and your program (INTASC Standard 9 – Reflective Practice & Professional Development, INTASC Standard 10 – Community)
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Instructions:

Prepare a cover letter that showcases your skills as a teacher and member of a professional community.

- 1) Address it to a specific person and keep it short, simple, and professional
- 2) State how you learned of the position
- 3) Be specific, tailoring the letter to the school or district to which you are applying
- 4) Include information not provided on your résumé (such as a bit about your teaching philosophy, but ILLUSTRATE it with concrete examples of things you have done instead of just stating what you believe)
- 5) Outline what follow-up action you will take next and make sure to mention that you have enclosed a résumé

Help:

For more help, visit the *Getting a Job* section of the wiki and click on the *Cover Letters* link for tips on cover letter building, examples, and evaluation checklists:

<http://languageinks2006.wikispaces.com/Cover+Letters+and+Letters+of+Inquiry>

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Evaluation:

I will use the *Cover Letter Evaluation Checklist* to evaluate this assignment. You should pay special attention to the following issues:

- 1) **Consider Your Audience** – Does the cover letter make it clear that the writer knows the audience and is aware of their needs?
- 2) **Read Aloud** –
 - How would the cover letter be interpreted if it were read over the phone instead of handed to the prospective employer? Does the cover letter **sound** choppy, cheesy, preachy, and/or presumptuous?
 - Is the style **personable and professional**?
 - Does the cover letter **include important key words** while **avoiding academic jargon**?
- 3) **Make Every Sentence Count** –
 - Does every sentence tell the reader something **meaningful** about the candidate?
 - Does every sentence **pique the reader's interest**, making them want to know more about the candidate?
 - Does the cover letter expand on what is included in the résumé—providing **useful detail** while avoiding fluff?
- 3) **Highlight Your Unique Strengths** -
 - Is the cover letter **honest** about the candidate's skills?
 - Does the letter **highlight strengths** that distinguish this candidate from others, while avoiding a list of "I wants" regarding the position?
- 4) **Make the Match** - Does the candidate connect his or her experiences directly to the needs of the school or district?
- 5) **Provide Evidence** - Does the candidate support assertions with **brief, concrete examples** from his or her teaching?